



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	All Person Interested
2	<b>Job Classification</b>	Inventory Management Supervisor
3	<b>Posting Number</b>	PN# 104951
4	<b>Department</b>	Fire Department
5	<b>Division</b>	Finance & Administration Command
6	<b>Section</b>	Warehouse
7	<b>Reporting Location</b>	1205 Dart
8	<b>Workdays &amp; Hours</b>	M – F, 8 a.m. – 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Supervise personnel making deliveries of supplies to stations. Train and develop delivery personnel, fill in for drivers as needed. Ensure that schedules are followed and that all monthly supply orders are delivered in a timely manner. Perform regular station visits to inspect driver’s work. Responsible for inventory on trucks. Oversee the delivery of medical supplies and oxygen to stations. Ensure medical supplies are maintained at appropriate levels and stock is rotated to reduce waste due to expiration. Work with EMS Headquarters personnel when new products are used or old ones phased out and on improvements to locker layouts. Responsible for scheduling maintenance and repair on Supply vehicles. Provide periodic inspections and reports on age, mileage, and general condition of vehicles. Perform various duties as liaison between Warehouses and Station personnel. Investigate and resolve complaints, handle special requests for deliveries and return of material. Improve customer service by determining needs and recommending improvements. Develop and implement a formal customer satisfaction survey.	
10	<b><u>WORKING CONDITIONS</u></b> This position involves considerable physical exertion, such as regular climbing of ladders, lifting heavy objects (up to 40 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time. There are occasional exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires an Associate’s degree in Materials Management, Business Administration, Accounting or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two years of inventory control, materials management, or record keeping experience are required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.  Two years of additional responsible inventory control and/or materials management experience may be substituted for the degree requirement.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Prefer experience in supervising delivery personnel and managing routes. Understanding of automated inventory management systems a plus.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 17</div> <div>\$992.00 - \$1,345.00 Biweekly      \$25,792.00 - \$34,970.00 Annually</div>	
18	<b><u>OPENING DATE</u></b>	June 1, 2005
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer	